



REPUBLIC OF MACEDONIA



SOUTH-EASTERN EUROPE  
HEALTH NETWORK

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## EXTRAORDINARY MINISTERIAL MEETING OF THE SOUTH EASTERN EUROPE HEALTH NETWORK

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*Skopje, 18 November 2014*

### INFORMATION CIRCULAR

Dear Ministers and Participants to the Extraordinary Ministerial Meeting of SEEHN,

We are pleased to provide you with the following information regarding the practical arrangements for the above meeting.

#### 1. Contact persons

##### Organizer:

Ministry of Health of the Republic of Macedonia  
Mr Jovan Grpovski  
Chief of Cabinet of the Minister of Health  
Tel. no.+389 2 3112 500 ext 123

##### SEEHN Secretariat:

Ms. Sanja Sazdovska, MPH  
Tel. no.+389 2 3112 500 ext 123  
Cell no.: +389 75 268 829,  
E-mail [sanja.sazdovska@zdravstvo.gov.mk](mailto:sanja.sazdovska@zdravstvo.gov.mk)  
[Sanja.sazdovska@gmail.com](mailto:Sanja.sazdovska@gmail.com)

Mr. Aleksandar Kacarski  
Tel. no.+389 2 3112 500 ext 123  
Cell no.: +389 78 330 700,  
E-mail:  
[aleksandar.kacarski@zdravstvo.gov.mk](mailto:aleksandar.kacarski@zdravstvo.gov.mk)

#### 2. Meeting venue

Conference Hall  
Hotel Aleksandar Palace Skopje \* \* \* \*  
Address: Bul. Oktomvriska Revolucija br. 15  
1000 Skopje, Macedonia  
Tel: + 389 2 3092 392  
Fax: + 389 2 3092 152  
<http://www.aleksandarpalace.com.mk/index.php>

### **3. Confirmation of participation**

Please kindly confirm your participation not later than **1 November 2014**, by email to:

*Presidency:* Mr Jovan Grpovski, [jovan.grpovski@gmail.com](mailto:jovan.grpovski@gmail.com)

*Executive Committee:* Dr Goran Cerkez, Chair: [goran.cerkez@fmz.gov.ba](mailto:goran.cerkez@fmz.gov.ba)  
Dr Maria Ruseva, Member: [rusevamarina33@gmail.com](mailto:rusevamarina33@gmail.com)

*Secretariat:* Ms Sanja Sazdovska, [sanja.sazdovska@zdravstvo.org.mk](mailto:sanja.sazdovska@zdravstvo.org.mk)  
Mr Aleksandar Kacarski, [aleksandar.kacarski@zdravstvo.gov.mk](mailto:aleksandar.kacarski@zdravstvo.gov.mk)

### **4. Arrival and Local transportation**

The local transportation, including transport from airport to the hotel and from hotel to the airport, will be provided for all participants by the organizer.

#### **Arrival by air transportation**

For participants arriving at Skopje International Airport, a car transfer will be arranged from and to airport/hotel. The designated driver will carry nameplate bearing the words: "SEEHN Extraordinary Ministerial Meeting" and the last name of the arriving person(s).

#### **Arrival by ground transportation**

For participants traveling by ground transportation, a map with directions to the hotel is available at the following link: <http://www.aleksandarpalace.com.mk/location.html>

For participants traveling with own vehicle, parking space will be provided for the duration of their stay. Please inform the organizer of necessity and duration of the needed parking.

### **5. Visa application**

There is no visa requirement for entry into the Republic of Macedonia for the SEEHN countries, except for the participants traveling with ordinary passport issued by the authorities of the Republic of Moldova. Please contact the organizer for visa process facilitation.

### **6. Accommodation and meals**

Accommodation and meals will be arranged by the organizer, at:

Hotel Aleksandar Palace Skopje \* \* \* \*

Address: Bul. Oktomvriska Revolucija br. 15

1000 Skopje, Macedonia

Tel: + 389 2 3092 392

Fax: + 389 2 3092 152

<http://www.aleksandarpalace.com.mk/index.php>

Please note that the costs for meals will be covered by organizer. Any additional charges accommodation, laundry, room service, bar bills, telephone calls etc, are at the expense of the participant.

Refreshments and meals will be arranged at the Aleksandar Palace Hotel, during the meeting. The venue of the official dinner will be additionally announced.

## **7. Registration, opening session and closure**

Registration of participants will take place at the venue from 9:00 to 10:00 on November 18, 2014.

Date and time of opening of the meeting: 18 November 2014, at 10:00.

It is expected that the meeting and adjacent activities will be closed not later than 18 November 2014, at 17:30, followed by official dinner.

The detailed programme and other additional working documents are attached to this information.

## **8. Language**

The working language of the meeting is English.

## **9. Meeting materials**

Meeting materials in hard copy will also be provided upon registration.

Should you have any queries or further questions, please do not hesitate to contact:

**Ms Sanja Sazdovska**, SEEHN Secretariat, e-mail: [sanja.sazdovska@zdravstvo.gov.mk](mailto:sanja.sazdovska@zdravstvo.gov.mk) and

**Mr. Aleksandar Kacarski** [aleksandar.kacarski@zdravstvo.gov.mk](mailto:aleksandar.kacarski@zdravstvo.gov.mk)